



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S PROPERTY AND EVIDENCE CUSTODIAN

Class No. 005793

■ CLASSIFICATION PURPOSE

To collect, preserve, safeguard, store, and legally dispose of property and physical evidence acquired by the Sheriff's Department; to maintain the chain of custody of evidence; to supervise and train clerical employees involved in these functions; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class assigned to the Property and Evidence Unit of the Sheriff's Department. This class is distinguished from the next higher class, Sheriff's Property and Evidence Manager, in that the latter manages the entire Property and Evidence Unit, supervises field investigations of the property of alleged mentally ill patients, alcoholics, and drug addicts, and establishes policies and procedures for the unit. In comparison, the Sheriff's Property and Evidence Custodian is primarily responsible for storing and protecting property and evidence in the warehouse and maintaining the proper chain of custody of evidence. The incumbent in this class does not have responsibility for property investigations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Ensures that property and items of physical evidence acquired by the Sheriff's Department are properly tagged, preserved, stored, and safeguarded.
2. Determines and implements the appropriate disposition for all property and evidence.
3. Maintains the chain of custody of evidence.
4. Responds to crime scenes to collect and transport evidence.
5. Processes weapons for destruction, sale at auctions, or use by the Sheriff's Department.
6. Obtains computer records of firearms for proper disposition.
7. Coordinates the disposal of narcotics and hazardous chemicals.
8. Releases property to be used as evidence in court and approves the viewing of evidence by authorized persons.
9. Impounds vehicles and firearms.
10. Coordinates the transfer of asset seizure vehicles and other property to the Public Administrator for sale to the public.
11. Submits evidence to criminalists for analysis.
12. Supervises and trains clerical employees assigned to the unit.
13. Coordinates with local, State, and Federal law enforcement agencies regarding stolen and recovered property and the preservation of evidence.
14. Assists detectives during search warrants by advising on evidence to be collected.
15. Prepares and maintains documents and reports pertaining to incoming, outgoing, and stored property and evidence.
16. Ensures departmental compliance with property and evidence laws.

17. May testify in court.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods of storing, preserving, safeguarding, and disposing of property and physical evidence.
- Warehousing procedures and safety practices.
- California Penal Code, Civil Code, Evidence Code, Government Code, and other laws and County policies pertinent to the storage, release, and destruction of property and evidence, including firearms and narcotics.
- Record keeping practices.
- Principles of supervision and training.
- Basic mathematics.
- County customer service objectives and strategies.

Skills and Abilities to:

- Determine and implement the proper disposition for a wide variety of property and evidence.
- Identify and collect evidence at crime scenes.
- Maintain accurate records of incoming, outgoing, and stored property and evidence.
- Plan, assign, direct, and evaluate the work of subordinates.
- Maintain effective working relationships with representatives from other law enforcement agencies, departmental personnel, and other County departments.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: two (2) years of work experience in a law enforcement agency involved in the collection, preservation, safeguarding, and storage of property and evidence.

Note: An Associate or higher degree in Criminal Justice may substitute for one year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbent must be willing to work in an on-call status and may be exposed to noxious fumes, drugs, hazardous chemicals, explosives, firearms, and body fluids.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: December 5, 1988
Reviewed: Spring 2003
Revised: Spring 2004
Revised: March 31, 2006